

BOOKSTORE MANAGER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2342	Assistant Bookstore Manager	03	075	6 mo.	04/21/89
2338	Bookstore Manager	03	075	12 mo.	04/21/89

Promotional Line: 125, 244

Series Narrative

Employees in this series manage or assist in the management of a bookstore.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Bookstore Manager **2342**

Employees at this level assist in directing the operations of a bookstore. They work under the supervision of a bookstore manager.

An Assistant Bookstore Manager typically –

1. assists the manager in the general operations of the store
2. is directly responsible for those phases of the operations delegated by the manager
3. is responsible for the operation of the store in the absence of the manager
4. supervises sales and clerical staff working in the store as delegated
5. performs other related duties as assigned

Level II: Bookstore Manager **2338**

Employees at this level are responsible for the successful operation of a bookstore. They work under administrative supervision from a designated administrator.

A Bookstore Manager typically –

1. employs and supervises Assistant Bookstore Manager(s) and sales and clerical staff
2. is responsible for the purchase and sale of new and used books, supplies, and equipment
3. handles correspondence
4. is responsible for the receipt and transfer of cash receipts to the proper office

5. handles credits and dividend accounts
6. directs advertising
7. interviews salespersons
8. prices merchandise
9. supervises inventories
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree

or

- (B) high school graduation (or equivalent) and four years of experience in a commercial operation that included responsibility for both buying and selling

NOTE: experience in a private or university-owned college bookstore may be substituted on the basis of one year of college bookstore experience for two years of college education or commercial experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative ability
2. supervisory ability

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Bookstore Manager

2342

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Bookstore Manager**2338**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience in a private or university-owned college bookstore in a supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Assistant Bookstore Manager.....	Edited
Bookstore Manager.....	Edited